

Warsaw Public Library
Open Meeting of the Board of Trustees
Agenda for Tuesday, February 10, 2026 at 6:00 PM

Call to order and roll call:

Motion: Approve/Waive reading of minutes from **Tuesday, January 13, 2026 (attached)**

Motion:

2nd:

Ayes: Noes: Absent:

Defeated: Carried: *If Unanimous, indicate Yes, Unanimously, and list trustees.*

Finance:

1. Motion to Audit and Approve the abstract of audited vouchers

5- Total Amount: \$ _____

Motion:

2nd:

Ayes: Noes: Absent:

Defeated: Carried: *If Unanimous, indicate Yes, Unanimously, and list trustees.*

New Business:

1. Motion to review/approve updated Employee Handbook

Motion:

2nd:

Ayes: Noes: Absent:

Defeated: Carried: *If Unanimous, indicate Yes, Unanimously, and list trustees.*

2. Motion to review/approve Employee Agreements for the following employees:

Library Director, Lisa Gricius

Librarian, Luke Conley

Library Assistant, Mary Conable

Motion:

2nd:

Ayes: Noes: Absent:

Defeated: Carried: *If Unanimous, indicate Yes, Unanimously, and list trustees.*

Old Business:

1. Motion:

Motion:

2nd:

Ayes: Noes: Absent:

Defeated: Carried: *If Unanimous, indicate Yes, Unanimously, and list trustees.*

Notable Discussion/Director Updates:

- Attended a Friends of the Warsaw Public Library general meeting 2/2 (Rescheduled from 1/26) The friends will now meet the first Monday of each month at 5:00 pm in order to welcome new members and have timely discussions of library needs. Act 4 books completed their holiday giving tree for local libraries, and 8 books for children/teens were donated by the community. Spotlight theater has a book to movie discussion event, with The Housemaid chosen in January with \$1 from each ticket being donated to the Friends and The Looking Glass Salon is hosting an event that encourages participants to attend and discuss books they are reading with \$1 from each person being donated to the Friends.
- The “Read Across America” Winter Reading Challenge continues.

- We have entered a partnership with Author's Note, an independent book store in Medina, owned by author Julie Berry and her husband Phil, an IT specialist. After the abrupt closure of Baker & Taylor which provided libraries across the country library materials and processing services, our library like many others found themselves experiencing difficulty with other vendors and receiving materials in a timely manner. Author's Note began a separate distribution company called Author's Note Library Services which we have added to our list of vendors and it is going extremely well. We are very happy with their services, and this also allows us to shop small, local, and independent while still receiving discounts and exceptional service and delivery.
- Staff attended several system meetings for directors and youth services staff.
- Director attended the January Town Board Meeting.
- The annual report to DLD has been delayed this year due to a software vendor change. Director created an annual report to the community using system provided statistics and our own.

Renovation update:

In January, we coordinated the media suite equipment and components with Concord Electric. The kitchenette drawings are being revised due to the agreed upon size discrepancy of the refrigerator/freezer installation. The library has chosen and confirmed the revised size with Bero and will coordinate purchase when the timeline requires it.

Director met with Gary Puckhaber from Action Security on site who is coordinating with Casco Security for our security camera upgrade/installation. Work is now being coordinated with Gary, Casco, Concord, and system for camera placement, installation, etc.

Director also met with Bob Wicksall and Concord Electric on site to discuss wireless data access points in the renovated building. During our meeting it was discovered that several pieces of our internet equipment under the stairs were significantly damaged. This included our switch, mode, firewall, etc. Bob has reached out to the system representative on our behalf for quotes on the following,

1 x MX67 with 2 years of license.
1 x MS120-48 with 2 years of license.

Additional access point.

1 x MR28 with 2 years of license.
1 x PoE injector.

Electrical, HVAC, and water line change orders were submitted and approved in January.
Next construction meeting is 2/12 at 1:00 pm.

Board members JR and LF complete conflict of interest form for 2026*

Motion to Adjourn:

Board Signature _____